

## CA-PMM

Project Name: ASAP

OCIO Project #: 4440-49

Department: Department of Mental Health

Revision Date: 4/1/09

## Status Report

### Progress Report -- Team Member to Project Manager

#### Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
N/A			
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

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### Status of Assigned Issues

Issue Number	Description	Due Date	Status

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### Status Report – Project Manager to Sponsor

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#### Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	Yes	DHCS has postponed the SD/MC II System until 11/1/2009.	DMH needs to insure that SD/MC claims can be processed through the use of the ASAP prior to DHCS SD/MC II implementation.	DMH is submitting a SPR to gain approval for the change in schedule and the additional cost associated with the change in scope. The change in scope is to add an additional interface to the existing DHCS SD/MC system.

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3. Was work done that was not planned?	Yes	DHCS SD/MC Phase II postponement and Federal Government increase in FMAP rate.	ASAP System changes were needed to accommodate the two changes.	Changes were required to ASAP and the SD/MC interface to accommodate the two changes. DMH increased scope of project to include these changes.
4. Were there any changes to scope?	Yes	DHCS SD/MC Phase II postponement and Federal Government increase in FMAP rate.	ASAP System changes were needed to accommodate the two changes.	Changes were required to ASAP and SD/MC interface to accommodate changes.
5. Were tasks added that were not originally estimated?	Yes	see above	see above	see above
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Milestone I - Phase II Project Initiation Completed and Accepted

Project Overview and Mgt Plan, Staffing Mgt Plan

Project Organization Overview, Weekly Status Report

Project Work Plan and Schedule, System Description

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
System Analysis, Configuration and Design	4/27/09	5/18/09	changes underway	Project will be on schedule as adjusted via SPR.	5/18/09
User Acceptance Testing Plan	5/12/09	5/14/09	DMH to review	Project will be on schedule as adjusted via SPR.	5/14/09

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	DMH is in the process of submitting a SPR to gain approval for the change in schedule along with increased cost associated with the schedule change.
Milestones	X			
Deliverables	X			

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Resources	X			
OneTime Cost	N/A			
Continuing Cost	X			

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### Status Reports – Sponsor to Steering Committee

#### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
System Analysis, Configuration and Design	4/27/09	5/18/09	changes underway	Project will be on schedule as adjusted via SPR	5/18/09
User Acceptance Testing Plan	5/12/09	5/14/09	DMH to review	Project will be on schedule as adjusted via SPR	5/14/09

<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			x	DMH is in the process of submitting a SPR to gain approval for the change in schedule along with increased cost associated with the schedule change.
Milestones	X			
Deliverables	X			
Resources	X			
One Time Cost	N/A			
Continuing Cost	X			

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**CA-PMM**Project Name: ASAPOCIO Project #: 4440-49Department: Department of Mental HealthRevision Date: 4/1/09**Status Report****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	
	Moderately Effective	1	
	Ineffective	2	
<b>Total</b>			<b>0</b>

*Green = 0 - 8**Yellow = 9 - 19**Red = 20+***Vendor Viability Rating Rationale**